



Beloit Community Development Authority
220 Portland Avenue
Beloit, WI 53511
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www.ci.beloit.wi.us

Landlord Responsibilities

The owner has the following major responsibilities:

1. Tenant selection and leasing

- A. The owner is responsible for screening and selection based on a family's tenancy history.
- B. Owner may consider a family's background regarding factors such as:
 - a. Payment of rent and utility bills.
 - b. Caring for a unit/premises
 - c. Respecting the rights of other residents to the peaceful enjoyment of their housing.
 - d. Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others.
 - e. Compliance with other essential conditions of tenancy.

2. Compliance with the Housing Assistance Payment (HAP) contract.

3. Normal landlord functions during the lease term (i.e. maint., rent collection)

- A. Owner/agent can only collect the rent amount calculated by the Housing Specialist.
- B. Owner/agent can not collect extra money for garages, etc.

4. Compliance with assisted lease

5. Compliance with equal opportunity requirements

6. Collection of amounts due from family under the lease (tenant rent, security deposit, other tenant charges for damage to the unit)

7. Enforcement of the lease

- A. If a tenant gets more than a month behind in rent or the sewer bill, it is the Landlord/agent's responsibility to start eviction procedures.

8. Payment for owner-supplied utilities and services

- A. Owner can not charge tenant for higher utilities or sewer bills if lease states they are owner-supplied.

- 9. Modifications to units as reasonable accommodations for disabled tenants**
- 10. All Housing Choice Voucher holders must follow the Tenant Obligations.**
 - A. If a landlord/agent has knowledge that a tenant is not following the rules, he has an obligation to report this information to the Beloit Community Development Authority.
- 11. Landlord/agents must only collect the tenant's share of the rent as determined by the Beloit CDA.**
 - A. The tenant's rent is calculated using the income that is reported by the family. If your tenant claims that he/she can not afford their portion of the rent, maybe he/she has failed to report a change of income to the Beloit CDA. If all income and family composition has been properly reported, then the family does have enough money to pay the rent.
- 12. If the landlord is responsible for payment of the sewer bill or any utilities he/she can not require tenant to pay any amount of these utilities.**
- 13. Landlord/agent must notify the housing authority if tenant has moved out of unit.**
 - A. The landlord/agent must return HAP overpayment for vacant unit.
- 14. Landlord/agent must give proper notice before entering a unit (see state law) unless in the case of an emergency.**
- 15. Landlord/agent is responsible for collecting rent and sewer payment in a timely manner.**
 - A. If a tenant gets more than a month behind in payments, it is the landlord/agent's obligation to take action to terminate tenancy.
- 16. If tenant is responsible for paying the sewer bill, it is the landlord/agent's responsibility to give the tenant a copy of the sewer bill.**
- 17. Only persons on contract/lease can live in unit - no unauthorized persons can stay in the unit.**
 - A. If the landlord/agent is aware of other person(s) living at the unit, it is his/her responsibility to notify the Beloit CDA.